

## **Contents**

Public Library Planning	1
Standards and Guidelines	4
Governance, Administration, and Planning	7
Access	18
Library Services	23
Collections	27
Facilities	31
Technology	35
Personnel	39
Community and Public Relations	43
Appendices	47
Appendix A  Requirements Which Must Be Met in Order to  Receive Grants-in-Aid	48
Appendix B Library Policy Checklist	51
Appendix C Guidelines for Determining Space Needs	55
Appendix D Recommended Minimum Hardware Configuration	57
Appendix E  Formula for Recommended Staffing	58
Bibliography and Webography	60